

MEMORANDUM

TO: Gary Jackson, City Manager Date: May 11, 2012
VIA: Jeff Richardson, Assistant City Manager
FROM: William J. Anderson, Chief of Police
SUBJECT: Evidence Room Management Plan

GOAL: To manage the property and evidence room at the highest level of professionalism and accountability and to restore community trust in the police department's handling of evidence.

This management plan outlines current steps being taken by the Asheville Police Department regarding the active management of the property and evidence room. The identified steps have been vetted by the District Attorney and in no way impact the ongoing SBI investigation. The department is committed to moving forward with improvements in the process of handling evidence and will keep city officials and the public informed, recognizing the importance of restoring community trust.

Current operations will continue with the separation of the old and new property room. The department is ready to move forward with the hiring of a property room manager and will continue to make improvements to the evidence room process that are above and beyond the requirements of the department's accrediting agency, CALEA.

Hiring of evidence room manager:

- Nationwide search, expected to take between 3-4 months
- Targeted recruitment will be done through the professional law enforcement organizations such as IACP, the International Association of Property Managers and the North Carolina Association for Property Managers
- The successful candidate will:
 - Have an extensive background in inventory management and/or experience working in a law enforcement property/evidence room environment
- First priorities:
 - Review all policies and practices to ensure they meet or exceed industry standards.
 - Combine old and new evidence room

Improvements to evidence room process:

- New Building Security System
- Civilian staff will report directly to a sworn officer at the sergeant level
- Additional steps cannot be disclosed at this time as they relate to the on-going investigation

This is budgeted as part of the General Fund.

